

[Your Name]
[Street Address]
[City, ST ZIP Code]
April 20, 2006

Mr. Con Sumer
Personnel Manager
Insurance Company
123 Main
Your Town, Idaho 83300

RE: LETTER OF APPOINTMENT

Dear Ms. Sumer:

This letter is to inform you that your appointment to the _____ Advisory Committee is effective beginning _____, 20 __, and ending, 20 __.

The (first/next) meeting of the committee will be held in _____ (place) at _____ (time) on _____ (date).

We wish to thank you for your interest as indicated by your acceptance of this committee appointment. We appreciate your willingness to assist us in supporting Professional-Technical Education opportunities for students in our community.

Sincerely,

Administrator and/or
Chair of Committee